



Request for Proposals

Professional Services for

Embedded Environmental Specialists

March 30, 2016

GENERAL

In accordance with Nebraska Consultants' Competitive Negotiation Act ([Neb. Rev. Stat. §81-1702](#)), the Brooks Act ([40 USC 1101](#)), and [23 CFR 172.5](#), the State of Nebraska, Department of Roads (NDOR), is issuing a Request for Proposal (RFP) for Embedded Environmental Specialists. Qualified consultants are invited to submit a proposal with a statement of qualifications as outlined below. The NDOR's website referred to in this document is located at <http://www.transportation.nebraska.gov/rfp/>

All consultants interested in providing professional services for the NDOR are strongly encouraged to review the NDOR's [Embedded Consultant Agreement](#) and [Insurance Requirements for Professional Service Providers](#) prior to responding to this RFP. These documents can be found on NDOR's website. An agreement will not be executed unless consultant provides proof of meeting the insurance requirements in the form of an [Insurance ACORD](#).

The NDOR is seeking proposals from consultants who wish to be considered to provide an embedded Environmental Specialist to supplement and support NDOR's staff. It is anticipated that two (2) selections will be awarded under this RFP. Consultants may submit more than one qualified candidate.

This RFP does not commit the NDOR to award a contract, to pay any costs incurred in the preparation of a proposal for this request, or to procure or contract for services. The NDOR reserves the right to award contracts to more than one qualified consultant, to accept or reject any or all proposals received as a result of this request, to negotiate with any qualified consultant or to modify or cancel in part or in its entirety the RFP, if it is in the best interest of the NDOR to do so.

In accordance with [Neb. Rev. Stat. §84-712](#) et.seq., Nebraska Public Records Act, documents provided to NDOR are public records subject to disclosure unless consultant requests in writing that documents must be kept confidential and can demonstrate that such records are confidential under federal or state law.

SCOPE OF SERVICES

1. Overview of the work:

The Consultant will provide an Embedded Environmental Specialist to perform the necessary tasks to assist NDOR staff in; obtaining NEPA approval, obtaining

environmental concurrences, preparing or reviewing of wetland review documentation and 404 permit applications, on State and local Federal-aid projects.

The Embedded Environmental Specialist's duties will include, but not be limited to the following:

NEPA Duties

- Prepare or review Project Scoping documents
- Prepare or review Programmatic Agreement approval memos
- Provide NEPA guidance to NDOR staff, Consultants and LPA's on the process
- Prepare or review 4(f) documents
- Prepare or review NEPA Documents (including: PCE, CE, EA, & EIS)
- Complete QA/QC Checklists as required
- Provide Public Involvement guidance for specific State or Local projects
- Obtain required environmental concurrences and complete Resource Impact Reviews
- Prepare or review Environmental Green Sheets
- Review Biological Evaluation Forms and process through the T&E Species Matrix (send to the FHWA/NGPC/USFWS if required)
- Other duties as assigned

Wetland Duties

- Conduct field evaluations to delineate and classify wetlands on NDOR project sites statewide using the 1987 Corps of Engineers Wetland Delineation Manual and applicable Corps regional supplemental manuals
- Complete Clean Water Act Section 404 Nationwide and Individual Permit Applications
- Conduct Threatened and Endangered Species reviews, prepare Biological Assessments and Evaluations, and conduct field surveys to meet requirements of the Endangered Species Act
- Prepare written wetland mitigation site plans and assist in mitigation site design and development
- Collect wetland mitigation site monitoring data, analyze it, and summarize it for annual reports to meet permits requirements
- Research and develop potential wetland mitigation sites
- Research environmental topics for policy development
- Prepare floodplain permit applications and coordinate acquisition of floodplain permits
- Develop project scope of services and work hour estimates for NDOR projects as assigned
- Review wetland delineation reports, 404 permits, and other pertinent supporting documentation prepared by others
- Other duties as assigned

2. Qualifications, Knowledge and Experience:

The candidate must have a Bachelor's degree in biology, botany, ecology, GIS, Geography, environmental science landscape architecture, earth sciences, soils, or related disciplines.

It is NDOR's preference to select a candidate with:

- Linear transportation experience,
- A minimum of two years' experience in field interpretation of wetland criteria and preparation of Section 404 Permit applications,
- Experience in reading and understanding basic engineering plans and cross-sections,
- Experience in the use of GPS equipment, and
- Experience in the use and application of GIS software such as ArcView 10.1 or equivalent.

DETAILS

Up to five (5) consultants will be short-listed for interviews, from which NDOR plans to select up to two (2) embedded specialists. The agreements for these services may be renewed and negotiated annually per calendar year through December 31, 2019. NDOR will perform evaluations on the embedded consultant annually, and will determine if their services will be extended for the next year.

The selected individual(s) must re-locate to the required workspace provided by NDOR, located at 1500 Highway 2, Lincoln, Nebraska. The selected individual will not be required to work on NDOR observed holidays. Typical work weeks will consist of 40 hours with overtime and travel required if directed by the supervisor. If the individual(s) chosen for this position quits or is terminated from the selected consulting firm, NDOR reserves the right to utilize other qualified personnel from the selected consulting firm, choose an individual from another qualified firm, or terminate this position.

The NDOR will not hold a briefing. All information is contained within this RFP and on the NDOR's website. If additional information is deemed necessary, it will be posted on the same web page as this RFP and will be labeled as an update. Consultants interested in this RFP are responsible for checking for updated information.

Please submit the Drug-Free Workplace Policy separate from the response to this RFP ([Drug Free Workplace Policy Example](#)). The Drug-Free Workplace Policy is a one-time submittal to NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal. While the "Drug-Free Workplace Policy" is not a submittal requirement, all consultants must have an acceptable "Drug-Free Workplace Policy" on file prior to the deadline identified in the Schedule of Activities. If necessary, the consultant's Drug-Free Workplace Policy may be submitted to: DOR.PDAnnualCertification@nebraska.gov

Inclusion of a Disadvantaged Business Enterprises is not a requirement in the selection of consultant.

Please do not call or write NDOR staff for information regarding the services in this RFP. Email all inquiries/questions to Randy Eldorado, Consultant Services Engineer, at: randy.eldorado@nebraska.gov or call (402) 479-4778.

EVALUATION CRITERIA**Short List (100 pts)**

1. Professional qualifications necessary for satisfactory performance (50 pts)
 - a. Candidate is qualified to perform the tasks required for this position
 - b. Candidate is knowledgeable of FHWA, NDOR, & other cooperating agencies' environmental regulations, policies, and procedures.
2. Specialized experience and technical competence in the type of work required (25 pts)
 - a. Consultant has provided environmental services on comparable projects or with the proposed candidate.
 - b. Consultant has demonstrated the candidate's understanding of the tasks required for this position
 - c. Candidate has demonstrated experience in:
 - Using ARC-GIS and similar computer programs
 - The use of GPS equipment
 - Microsoft Office products
 - Reading and understanding basic engineering plans
3. Past performance (25 pts)
 - a. Candidate has performed well on past services with NDOR.
 - b. If no past NDOR work has been performed by this candidate, the consultant's proposal shall provide three (3) references from clients for similar work performed by the candidate.

Final Selection (100 pts)

1. Professional qualifications necessary for satisfactory performance (50 pts)
 - a. Candidate is qualified to perform the tasks required for this position
 - b. Candidate is knowledgeable of FHWA, NDOR, & other cooperating agencies' standards and procedures.
2. Specialized experience and technical competence in the type of work required (25 pts)
 - a. Consultant has provided comparable projects or services the candidate has been involved with.
 - b. Consultant has demonstrated the candidate's understanding of the tasks required for this position
 - c. Candidate has experience in
 - Using ARC-GIS and similar computer programs
 - The use of GPS equipment
 - Microsoft Office products
 - Reading and understanding basic engineering plans
3. Quality of the interview (25 pts)
 - a. Presentation was clear and concise.
 - b. Evaluation criteria were addressed during presentation.
 - c. Questions were appropriately answered by the candidate.

SCHEDULE OF ACTIVITIES

Schedule of Activities	Date	Time
RFP Posted	March 30, April 6 & 13	
Last Day Updates to RFP may be posted	April 13	5:00 PM
DR Form 497 on File at NDOR	April 20	5:00 PM
Drug-Free Workplace Policy at NDOR*	April 20	5:00 PM
Proposals Due	April 20	5:00 PM
Post Short-List Consultants & Interview Schedule	May 5	5:00 PM
Interview	May 11	2-5:00 PM
Post Final Selections	May 16	5:00 PM

* Please submit the Drug-Free Workplace Policy separate from the response to this RFP.

NOTE: The Drug-Free Workplace Policy is a onetime submittal to the NDOR. Please do not re-submit this document unless your Policy has changed or you never have submitted this document with a previous proposal.

SUBMITTAL OF PROPOSALS

All information must be received by the deadline identified in the Schedule of Activities. No exceptions to this deadline will be given.

Submittals are to include the following in the order given below:

1. Front cover to include the consultant, subconsultants (if applicable), and number and title of the RFP.
2. A letter of interest not to exceed one (1) page.
3. Organizational Chart not to exceed one (1) page.
4. A narrative responding to the established evaluation factors not to exceed five (5) pages.
5. A maximum of five (5) pages of additional supportive material such as charts, tables, resumes, or photos.
6. [DR Form 498, "Architect, Engineer, & Related Services Supplement to Statement of Qualifications"](#) not to exceed six (6) pages for the consultant.

Additional submittal requirements are:

1. All material in the submittal must be on 8½ x 11 paper printed on one (1) side, single or double spaced.
2. Submittal covers and dividers between the sections are allowed and not included in the page limit.
3. Fold-out pages are not allowed.
4. Submittals are to be stapled in the upper left corner. No 3-ring binders.

One (1) hardcopy of the submittal must be sent to the following (see additional information regarding electronic PDF requirements):

Consultant Services Engineer
Nebraska Department of Roads
Planning and Project Development Division
1500 Highway 2, PO Box 94759

Lincoln NE

PO Box ZIP Code: 68509-4759 Shipping ZIP Code: 68502

An electronic PDF version of the consultant's proposal must be included with the hard copy submittal or it can be emailed to brad.reid@nebraska.gov prior to the submittal deadline.

INTERVIEWS

The short-listed consultants will be notified by telephone of the interview date and time. Interviews will be capped at 15 minutes, followed by up to 5 minutes of Q&A with the selection committee members.

The NDOR will make every effort to post the short-listed consultants and the interview schedule on the NDOR's website prior to the deadline identified in the Schedule of Activities.

The NDOR's selection committees will conduct interviews with the short-listed consultants at the Nebraska Department of Roads, Central Complex, Highway Commission Room 103, 1500 Highway 2, Lincoln, Nebraska. Consultant may contact the Consultant Services Engineer to make any special arrangements.

Upon completion of all the interviews and approval of the Director, the selected consultants will be notified by telephone. The NDOR will make every effort to post the final selections on the NDOR's website prior to the deadline identified in the Schedule of Activities.

Kyle Schneweis, P.E., Director
Nebraska Department of Roads

EQUAL OPPORTUNITY EMPLOYER